

VACANCY NOTICE

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Confidential Secretary</u>	CLASSIFICATION CODE: <u>00444000</u>
	SALARY RANGE: <u>822 (40834-47079)</u>	REFERENCE POSITION NO.: <u>3310-10000-202</u>
	Department of Children, Youth and Families	APPLICATION PERIOD: <u>9/20/2010 to 9/26/2010</u>
	Division/Section/Unit: <u>Office of the Director</u>	GRACE PERIOD ENDS <u>9/29/2010</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday-Friday: 8:30-4:00 NS</u>	Job Location: <u>101 Friendship Street, Providence, RI</u>
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: <u>None</u>	
	There is* _____ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please refer to attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Please refer to attachment	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 APPLICATION to:	
	Ann DeBonis	
	OHHS Human Resources Service Center	
	Benjamin Rush Building	
	600 New London Avenue	
	Cranston, RI 02920	
	TTY/TDD #: <u>401-462-3363</u>	
	(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Confidential Secretary to the Director

Duties/Responsibilities: To serve as an executive confidential secretary to the Director of the Department of Children, Youth and Families; to be responsible for confidential and sensitive administrative details involving labor/management relations, personnel matters, collective bargaining negotiations; to maintain utmost confidentiality with respect to management processes, strategies and organizational initiatives; to exercise discretion regarding related issues and activities; to relieve such official of important administrative details; to handle correspondence and other routine matters; arrange conferences and meetings with other state officials as well as representatives of other public, private or professional organizations. To be responsible for routine matters such as independently composing correspondence. As required, to supervise and review the work of other clerical staff and to perform other routine clerical tasks incidental to the work of the office including use of email, Microsoft Office including use of excel, access, and power point.

Education/Experience:

Education: such as may have been gained through two years post-secondary education or advanced training; **Experience:** such as may have been gained through employment in a responsible secretarial position including difficult or complex clerical duties and the independent handling of important administrative details. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.